

Chapter 2

Building Local National Applicants

Chapter Overview

Introduction

To process an appointment action in the modern DCPDS, the person must be an applicant. You can do this using one of the following methods.

1. If Resumix is used for the recruitment and selection process, information about the applicant will automatically flow from Resumix to the modern DCPDS.
2. If Resumix is not used, you enter the applicant data through the process explained below (referred to as “building” an applicant in the Modern DCPDS).

See Also



Module 1, Fundamentals of the Modern DCPDS

Chapter 4, Updating and Correcting DateTracked Information

Module 4, Staffing Using the Modern DCPDS

Chapter 1, Building an Applicant

Chapter 3, Overview of Resumix Functionality

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Chapter Overview, Continued

Before You Begin

Modern DCPDS requires a three-day process to have an applicant built, accepted, and assigned to a position:

- Day 1: Build applicant (enter applicant data).
- Day 2: Change the applicant's status to "Accepted."
- Day 3: Appoint the applicant to a position.

◆ **Example:** To appoint an applicant to a position effective 10 February, a prior date of at least three days must be used for entering the applicant (e.g., 8 February or earlier).

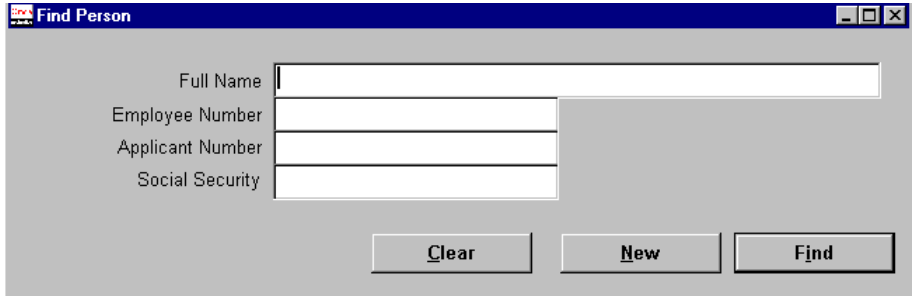
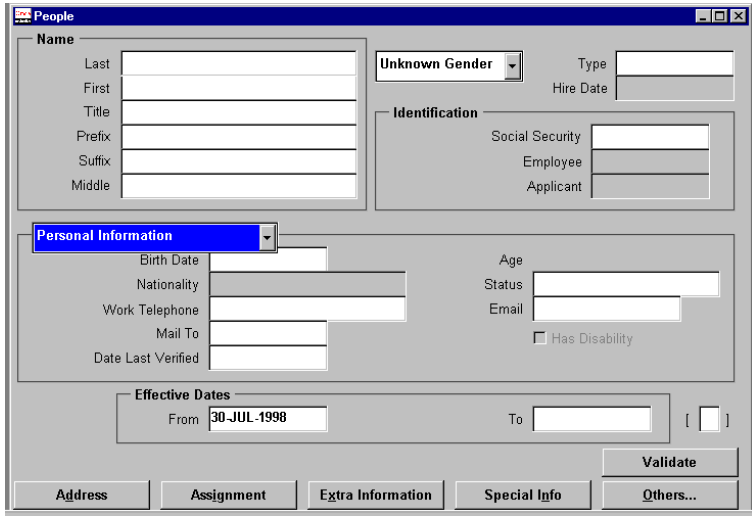
How to work around: Use the DateTrack feature to work around this business rule, to build, accept, and appoint the applicant on the same workday. Using DateTrack you:

- Alter the effective date back at least two days to "enter" or build the applicant.
 - Alter the effective date again to at least one day forward from the date used to build the applicant, and at least one day before the appointment date; then, change the applicant's status to "Accepted."
 - Reset the effective date to the current date to "appoint" the applicant.
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Building LN Applicants

Building an LN Applicant



The following procedures describe how to build an LN Applicant. Only the required data fields are described.

Step	Action
1	<p>On the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open>. The Find Person Window displays. Click <New>.</p>  <p style="text-align: center;">↑</p>
2	<p>The People Window displays:</p> 

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Building LN Applicants, Continued

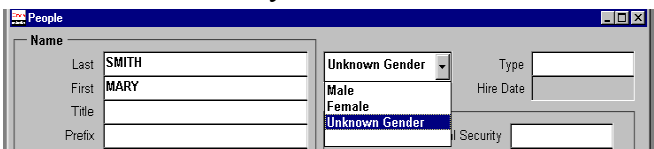
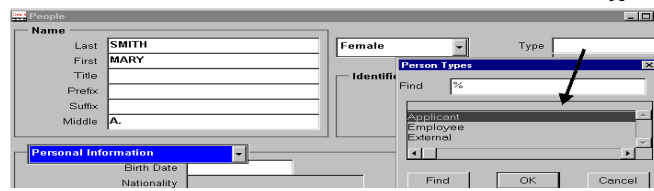
Building an LN Applicant (continued)

Step	Action				
3	<p>If you plan to appoint the applicant within the next two days, you need to alter the effective date in the system to meet the business rules described in the introduction. To do this:</p> <ul style="list-style-type: none"> Click Alter Effective Date  on the Toolbar. Alter the effective date so that it is at least two days prior to the date you wish to appoint the applicant. There are two ways to alter the effective date; you can either: <ul style="list-style-type: none"> Type over the highlighted data in the Effective Date data field (which displays the current date). Use the format: DD-MMM-YYYY. Then click <OK>. <p style="text-align: center;"><i>Or</i></p> <ul style="list-style-type: none"> Click in the Effective Date data field and click the LOV to display the calendar. Click a date, and then click <OK>. <p>The altered effective date displays on the Title Bar of the People Window.</p>				
4	<p>Your cursor will be in the LAST data field of the NAME Region. Enter the applicant data, as described below.</p> <p> Caution: Press [Tab] each time you want to navigate to the next data field. Do not use [Enter].</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Last</td><td> <ul style="list-style-type: none"> Type in the last name of the applicant. Hyphens may be used. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Follow your business rules entering the applicants' name. Press [Tab]. </td></tr> </tbody> </table>	Data Field	Action	Last	<ul style="list-style-type: none"> Type in the last name of the applicant. Hyphens may be used. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Follow your business rules entering the applicants' name. Press [Tab].
Data Field	Action				
Last	<ul style="list-style-type: none"> Type in the last name of the applicant. Hyphens may be used. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Follow your business rules entering the applicants' name. Press [Tab]. 				

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Building LN Applicants, Continued

Building an LN Applicant (continued)

Step	Action	
4 (Cont)	Data Field	Action
	First	<ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] several times until your cursor is in the <i>Middle</i> data field.
	Middle	<ul style="list-style-type: none"> Type in a middle name or initial, if appropriate. Press [Tab].
	Unknown Gender	<ul style="list-style-type: none"> Click the "M" key for <i>Male</i> or "F" for <i>Female</i>.  <p>Press [Tab] or click in the <i>Type</i> data field.</p>
	Type	<ul style="list-style-type: none"> Click the "A" key and Applicant populates. <i>Or</i> Click the LOV or click [F9]. Select Applicant from the LOV. Click <OK>. 
	Social Security Number	Note: Leave this data field blank. It will be entered in the appointment process.
	Employee	<ul style="list-style-type: none"> No action – automatically populated.
	Applicant	<ul style="list-style-type: none"> No action – automatically populated

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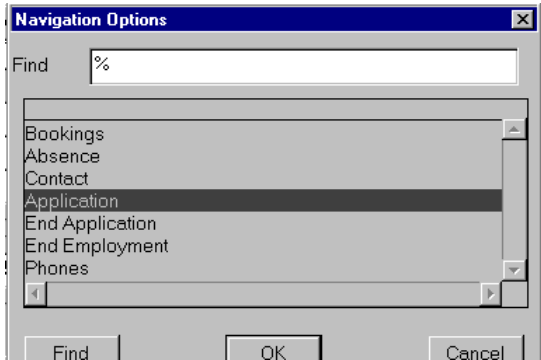
Building LN Applicants, Continued

Building an LN Applicant (continued)

Step	Action	
4 (Cont)	Data Field	Action
	Birth Date	<ul style="list-style-type: none">Type in the applicant’s birth date, using the format: DD-MMM-YYYY.Press [Tab].
5	Save your action. The Message Line will indicate “ <i>Working...</i> ” followed by “ <i>Transaction complete: 1 Records applied and saved.</i> ” Note: The system calculates the applicant’s age and populates an Applicant Number in the <i>Applicant</i> data field.	

Accepting an LN Applicant

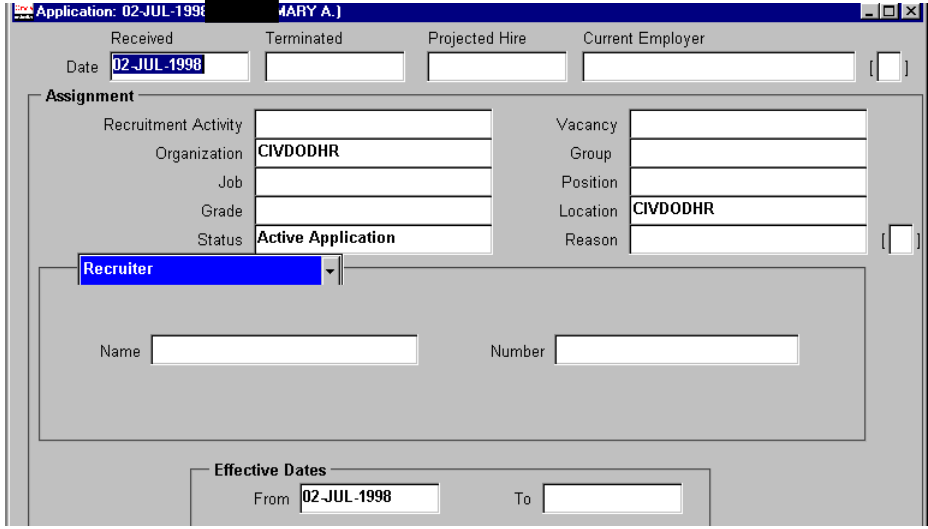
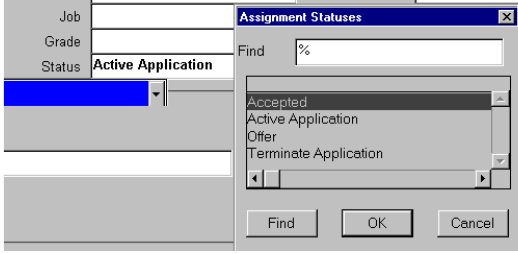
You are now ready to “Accept” the applicant.

Step	Action
1	On the People Window, click the Alter Effective Date  button on the Toolbar, and change the effective date to one day after the date you input the applicant data. Click <OK>.
2	Click <Others>.
3	<p>The Navigations Options Window displays. Click “Application” on the LOV and click <OK>.</p> 

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Building LN Applicants, Continued

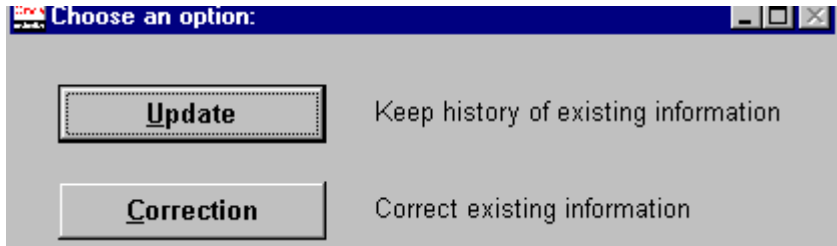

Accepting an LN Applicant (continued)

Step	Action
4	<p>The Application Window displays with the applicant's name in the Title Bar.</p>  <p>Note: The <i>Received Date</i> data field populates.</p>
5	<p>In the Assignment Region of the Application Window, click in the <i>Status</i> data field (it will display “Active Application” as the status).</p> <ul style="list-style-type: none"> Click the LOV on the Toolbar. Click “Accepted” from the LOV. Click <OK>. <p>List of Values for <i>Status</i> data field ↓</p>  <p>The <i>Status</i> data field now displays “Accepted” and an Option Window displays, asking you to choose <Update> to keep the history of existing information or <Correction> to correct existing information.</p>

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Building LN Applicants, Continued

Accepting an LN Applicant (continued)

Step	Action
6	<p>Click <Update>.</p> 
7	<p>Click Save. The From date in the Effective Dates Region at the bottom of the window changes (from the date used to enter the applicant to the date currently used to accept the applicant).</p> <p>Exit the windows until the People Window displays and reset the system date.</p>
8	<p>The applicant is ready to be assigned to a position via the RPA.</p> <ul style="list-style-type: none"> Click the Alter Effective Date  button on the Toolbar. Click <RESET>. This sets the effective date to the current date; the applicant is ready to be assigned. Click <OK>.
9	Close the window and process the appointment action.

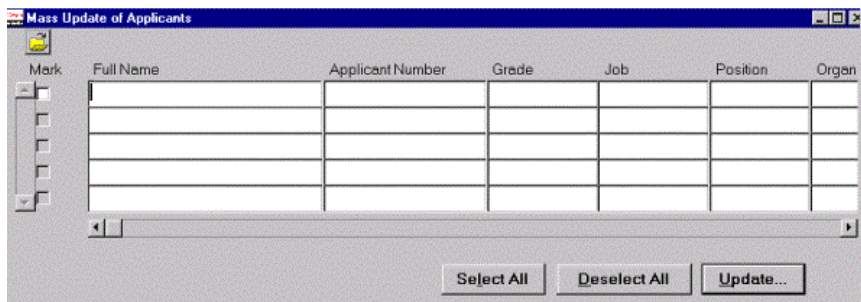
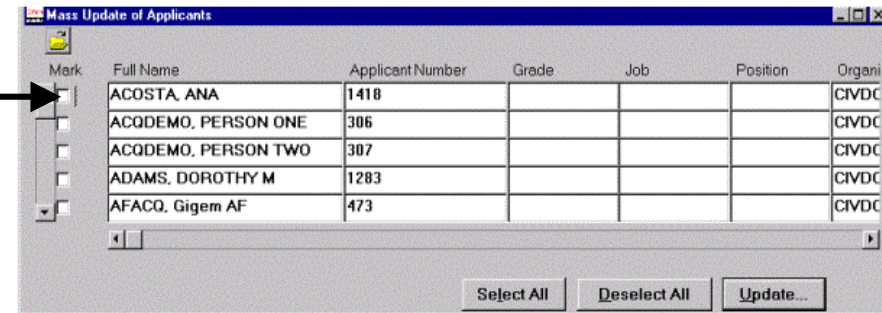
Mass Updating LN Applicants

Introduction

This section describes the steps for updating the status from “Applicant” to “Accepted” for more than one LN applicant.

Mass Updating LN Applicants

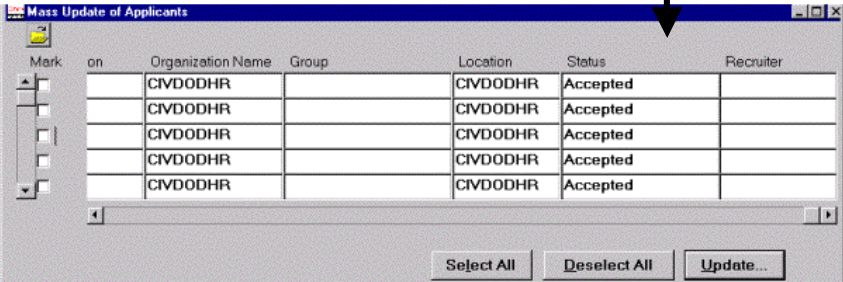
Follow these steps to mass update LN applicants.

Step	Action
1	<p>On the Navigation List → <i>People</i> → <i>Recruitment</i> → <i>Mass Update of Applications</i> <Open>. The Mass Update of Applicants Window displays.</p> 
2	Date Track to the Acceptance Date.
3	<p>To query place the cursor in the Full Name Column and press F8. All applicants auto-populate.</p> 
4	<ul style="list-style-type: none"> To update individual applicants, click in the boxes under the “Mark” Column by each applicant and then click <Update>. To update all applicants press <Select All> and then <Update>.

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Mass Updating LN Applicants, Continued

Mass Updating LN Applicants (continued)

Step	Action
5	Update Window displays. Place your cursor in the Status data field. Click the LOV to display the options. Select “Accepted”. The data field populates.
6	Choose An Option Window displays. Select < Update > to keep all existing information on the applicant.
7	Use the Scroll Bar at the bottom of the window to scroll to the right to view the remainder of the table and see the “ Status ” Column to verify the status changed to “Accepted.” 
8	Close the window and Exit.
9	Reset the DateTrack date to the current date.

Deleting or Purging an LN Applicant

Introduction

This section explains the steps for deleting LN applicants.

Deleting or Purging an LN Applicant


You can delete an “accepted” LN applicant using DateTrack or you can completely remove or “purge” an applicant from the database.

Step	Action
1	From the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open> . The Find Person Window displays. Query for the LN applicant. Click <Find> .
2	The People Window displays with the LN applicant data populated. Click <Others> .
3	The Navigations Options Window displays. Select Application from the list and click <OK> .
4	The Application Window displays with the LN applicant’s name in the Title Bar. With your cursor in the From data field (Effective Dates Region), alter the effective date to the day <u>before</u> this date. For example, if the From date is 02-Jul-1998, DateTrack to 30-Jun-1998.

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Deleting or Purging an LN Applicant, Continued

Deleting or Purging an LN Applicant (continued)

Step	Action																
5	Click the Delete Record  on the Toolbar.																
6	A popup dialog box displays asking if you are sure you want to delete this record. Click <Yes> .																
7	A decision box displays, asking if you want to choose: <Next> - to remove the next change, or <All> - to remove all scheduled changes, or <Purge> - to completely remove from the database.																
	<table border="1"> <thead> <tr> <th>To Remove Acceptance of the LN Applicant.</th><th>To Purge the LN Applicant Record.</th></tr> </thead> <tbody> <tr> <td>1. Click <Next>. This will remove acceptance of the LN applicant.</td><td>1. Click <Purge>. This will remove the LN applicant from the database.</td></tr> <tr> <td>2. Click Save.</td><td></td></tr> <tr> <td>3. Reset the DateTrack date.</td><td></td></tr> <tr> <td>4. Close the Application Window. The People Window displays.</td><td></td></tr> <tr> <td>5. Click the Delete Record button on the Toolbar.</td><td></td></tr> <tr> <td>6. A Dialog Box displays, asking if you are sure you want to delete the record. Click <Yes>.</td><td></td></tr> <tr> <td>7. Click Save.</td><td></td></tr> </tbody> </table>	To Remove Acceptance of the LN Applicant.	To Purge the LN Applicant Record.	1. Click <Next> . This will remove acceptance of the LN applicant.	1. Click <Purge> . This will remove the LN applicant from the database.	2. Click Save .		3. Reset the DateTrack date.		4. Close the Application Window . The People Window displays.		5. Click the Delete Record button on the Toolbar.		6. A Dialog Box displays, asking if you are sure you want to delete the record. Click <Yes> .		7. Click Save .	
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